Payroll Calculator Biweekly Job Aid

This Job Aid is only intended to provide you with guidance and is NOT a guarantee of your net pay. The Payroll Calculator WILL NOT change the actual amounts in any of the UNM systems and can only be used as a tool to estimate your paycheck.

After your first pay check, you can view your paystub by logging into my.unm.edu, > Employee Life > Pay Information Quick links > Pay Stub (Sample Biweekly Pay Stub with benefits and deductions screenshot below)

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## Pay Stub Detail

University of New Mexico
Payroll Department
MSC01 1300
1 University of New Mexico
Albuquerque, NM 87131

### Gross vs. Net Amount

<table>
<thead>
<tr>
<th>Gross</th>
<th>Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>961.60</td>
<td>551.02</td>
</tr>
</tbody>
</table>

### Pay Stub Detail Table

<table>
<thead>
<tr>
<th>Employee</th>
<th>UNM ID</th>
<th>Pay #</th>
<th>Seq #</th>
<th>Pay Period</th>
<th>Date</th>
<th>Gross</th>
<th>Doc #</th>
<th>Doc Type</th>
<th>Bank Name</th>
<th>Account Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>02/18/17 - 03/03/17</td>
<td>03/10/17</td>
<td>4124401</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Leave Type and Balance

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Leave</td>
<td>237.58</td>
</tr>
<tr>
<td>Sick Minor</td>
<td>162.02</td>
</tr>
</tbody>
</table>

### Earnings

<table>
<thead>
<tr>
<th>Earnings Description</th>
<th>Hours</th>
<th>YTD Hours</th>
<th>Current Amount</th>
<th>YTD Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Base Pay</td>
<td>71.00</td>
<td>379.90</td>
<td>853.42</td>
<td>4,566.40</td>
</tr>
<tr>
<td>Overtime at 1.5 Rate</td>
<td>.00</td>
<td>.8</td>
<td>.00</td>
<td>14.42</td>
</tr>
<tr>
<td>Prior Period Overtime @1.5</td>
<td>.00</td>
<td>2.8</td>
<td>.00</td>
<td>50.48</td>
</tr>
<tr>
<td>Annual Leave</td>
<td>9.00</td>
<td>12.50</td>
<td>108.18</td>
<td>150.25</td>
</tr>
<tr>
<td>Other Paid Leave</td>
<td>.00</td>
<td>8</td>
<td>.00</td>
<td>96.16</td>
</tr>
</tbody>
</table>

### Total Cash Earnings

- Gross Total: 961.60
- Net Total: 551.02

### Taxes and Deductions

#### Pre-Tax Deductions

- Delta Dental of New Mexico Premier Pre-tax: 4.00
- New Mexico Education Retirement Association: 102.89
- Parking Deduction Pre-tax: 83.30
- Pres Healthcare Pre-tax: 59.50
- Tax Sheltered 403(b) Plan: 25.00
- Tax Sheltered 457(b) Plan: 25.00
- Vision Service Plan Pre-tax: 3.16

#### Taxes

- FICA Medicare Withholding: 12.74
- Federal Tax Withholding: 77.61
- New Mexico State Withholding: 20.46
- Social Security Withholding: 54.45

#### Other Benefits/Deductions

- Long Term Care-Employee: 1.90
- Unemployment: .00
- Voluntary Employee Benefit Association: 7.21
- Workers Compensation N-Haz: .00

### Notes

- **3.A:** Pre-Tax Deductions
- **3.B:** Tax Sheltered 457(b) Plan
- **2:** Taxes
- **4.A:** Other Benefits/Deductions

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KEY:
Items circled in RED are found within Self Service and are used to calculate your paycheck depending on your selection. The final calculated amounts are located within each main section within your paystub.

Items within the RED rectangles notate the main areas where you can find the applicable information on either your paystub or Payroll Calculator on the screenshots.

Payroll Calculator
• Navigate to LoboWeb Self Service and select the My Pay Tile for access to the PAYROLL CALCULATOR
• Log in using your NetID and password.

SECTION 1: GROSS PAY
• Take your Gross Biweekly Pay amount found on your paystub in Box 1 above and enter it into the “Gross Pay for Pay Period” field in the calculator.
• Select “Biweekly” from the Pay Period dropdown. The “Periods Per Year” and “Estimated Gross Annual Pay” will automatically calculate and display.
• Taxable Fringe/Non-Cash Earnings:
  o These are hard to predict however if you take part in other benefits like the Dependent Education benefit, this will appear on your paycheck as a taxable fringe benefit. These amounts occur at different intervals throughout the year. See item 1.A in the screenshot below.

![Gross Pay Calculator Screenshot](image-url)
SECTION 2: FILING STATUS, ADJUSTMENTS & WITHHOLDINGS

- Click the drop down for filing status in item 2.A below and select your status to match your W4. You can find this information my.unm.edu > Staff tab > LoboWeb > Tax Forms > W4 Form > Next enter the number of your Federal Allowances in item 2.B below for which you have already selected on your W4 form (or intend to select in order to use the calculator to estimate your paycheck based the new amounts). The same holds true for the Additional Withholding fields.
- Enter any additional Federal or State withholdings into the Payroll Calculator fields, if applicable.
  - If you elect extra Federal and State withholdings these should also be updated within LoboWeb.
  - If you normally have FICA withholding, select “No” in item 2.C below.

SECTION 3: PRE-TAX DEDUCTIONS

- Elective Retirement Tax Deferred Annuities
  - Consult with your Employment Area regarding eligibility for elective Retirement Manager Accounts.
  - Enter your elected estimated amounts in the applicable field which will be deducted for Annuity contributions. See item 3.A in the screenshot below.
  - NOTE: If you currently have annuity contributions deducted from your paycheck and want to make changes to these contributions, you must do so through Retirement Manager in LoboWeb.
- Elective Medical, Dental, Vision, Flex Spending & Parking Deductions
  - If you selected “Yes” indicating your medical deductions are Pre-Tax, scroll to the sample paystub item 3.A screenshot above and enter the amounts in the applicable fields.
  - Your Medical, Dental, Vision, Flex Spending & Parking Deductions should be entered as you see them on your paystub. See items marked 3.B in the calculator screenshot below.
SECTION 4: POST-TAX DEDUCTIONS

- **Post-Tax Deductions:**
  - Enter other Post-Tax elective deduction amounts in section 4 in sample paystub screenshot above.

- **VEBA:** The VEBA deduction radio button should be selected in the Payroll Calculator only if you see it on your current paystub for line 4.A in the Paystub screenshot above.

SECTION 5: ESTIMATED PAY CHECK

- After you have entered all the fields, item 5 below will display the estimated net pay.

![Estimated Pay Check](image)